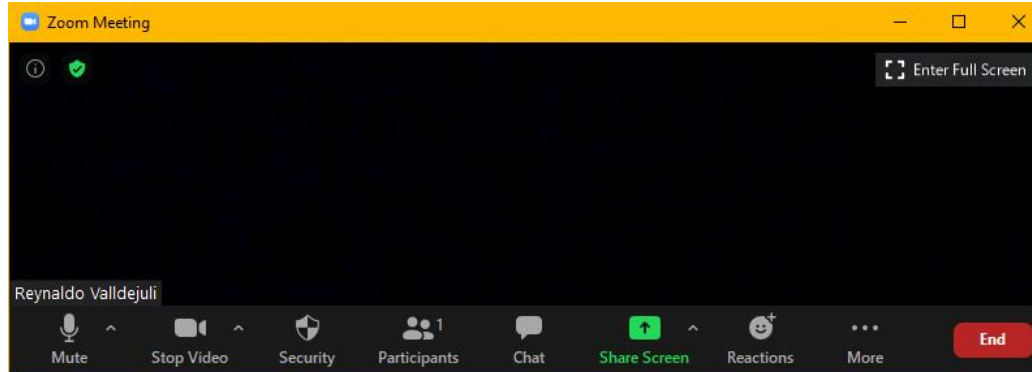


# Zoom Meeting Preparation

- Please make sure your phone or computer is muted to minimize background noise.
- To do this, hover over the bottom left-hand side of your screen and click “Mute.”
- Please make sure you have turned off your camera to save bandwidth and prevent any connectivity issues.
- To do this, hover over the bottom left-hand side of your screen and click “Stop Video.”
- Please submit questions during the presentation in the “Chat” function located on the bottom of your screen.



# Louisiana Believes

## **Data Coordinator Monthly Call** **January 7, 2021**

Visit the [School Improvement Library](#) for a copy of all webinar decks.

A revised copy with recent updates is available on the [System Support page](#)

# Agenda

## **I. 2020-2021 Open Data Collections**

- 2020-2021 eScholar Systems
- 2020-2021 Legacy Systems Fall Collections
- 2020-2021 Legacy Systems Spring Collections
- Validation Reports Review

## **II. 2020-2021 Parallel Data Collections**

- Legacy Systems
- EdLink 360 Extracts
- Data Submissions Review

### Suggested participants for this call:

- Early Childhood Supervisors
- Curriculum Supervisors
- Data Coordinators
- District Test Coordinators and Accountability Contacts
- Federal Program Supervisors
- High School and Career and Technical Supervisors
- Personnel Directors
- Talent Supervisors

The background is a watercolor-style illustration in various shades of blue, ranging from light sky blue to deep navy blue. The colors are blended together in a soft, organic manner, creating a textured, painterly effect. In the center of the image, there is a large, irregular white shape that resembles a splash or a cloud, providing a clean space for the text.

# Secure Portal Updates





# Principal and Superintendent Secure Portal Updates

The secure portal site includes two user groups; a principal user group for viewing specific sites, and a superintendent user group for viewing an entire district.

- A **Secure Portal User Request Form** is available on the Data Management FTP in the **Secure Portal** folder. Data Coordinators should download and provide to superintendents for adding users that need access to the secure portal. **Access will be granted every week on Fridays.**
- Once updates have been completed, the Data Management FTP Coordinator should rename the file using the naming guidelines below and upload the form in the same location as the original.

File Name: [LEA Code]\_[LEA Name]\_Secure Portal User Request Form\_Completed

Example: **001\_Acadia\_Secure Portal User Request Form\_Completed**

- In order for changes to be made, the Superintendent must email [systemsupport@la.gov](mailto:systemsupport@la.gov) confirming the user requests and providing his/her consent to the Department to grant access to those users.
- The last column of the form will be used to update Data Coordinators when access to the secure portal has been granted by LDOE.

A stylized map of the state of Louisiana is centered in the image, rendered in white. The map is set against a background of blue watercolor washes that create a textured, artistic effect. The text "Louisiana School Finder" is overlaid on the map.

# Louisiana School Finder



# Louisiana School Finder Data Refresh

The Department will update monthly the ABOUT OUR SCHOOL section in School Finder to reflect any changes made in Sponsor Site (SPS) at the end of each prior month. Information is pulled down around the 1st of each month, and changes in School Finder are reflected mid-month. Please reference the [Louisiana School Finder Data Guide](#) for additional information on data sources.

Data Source	School Finder Sections	Refresh Timeline
Sponsor Site	Website, administrator, social media, clubs and sports	Monthly
Sponsor Site	Address, phone #, grade configuration	December
PEP	Principal name	January & August
CUR/PEP/SIS	Academic offerings (AP, DE, foreign languages), music/art offerings	January



The background of the slide is an abstract watercolor-style illustration. It features a central white area that tapers into a point at the top, surrounded by various shades of blue and teal. The colors are blended and textured, giving it a painterly appearance. The overall shape is somewhat irregular, with the blue areas filling the corners and sides of the frame.

# Data Sharing Agreements





# Data Sharing Agreements

Pursuant to R.S. 17:3914, school systems are required to have a contract or data sharing agreement in place with private vendors that deliver services in order to share personally identifiable student data.

Security Coordinators and Data managers should review the 2020-2021 list of [data sharing agreements](#)

- Opt in to the agreement if it's needed by your school system by downloading and completing the form with the appropriate approval signatures and using the JotForm link to submit.
- For the 4 agreements required to be signed by all school systems, review the [current list of which school systems have not completed these agreements](#), and if needed, download, complete and submit:
  - **eScholar**
  - **CAI\_SER**
  - **Hoonuit**
  - **Cambium**

# LDOE Systems Access and User Credentials



# eScholar Systems Access

URLs for eScholar Systems Access:

- **Uniq-ID:** <https://louisianasecureid.escholar.com/uid/login.do>
- **DirectMatch:** <https://louisianasecureid.escholar.com/uid/login.do>
- **StaffID:** <https://louisianastaffid.escholar.com/uid/login.do>

Security Coordinators should use the eScholar **Admin URLs**, to assign (new staff) or remove (exited staff) access to the eScholar systems:

- **Uniq-ID, DirectMatch:** <https://louisianasecureid.escholar.com/uidmgr/>
  - Instructions: [Provisioning Users for Louisiana Secure ID and DirectMatch](#)
- **StaffID:** <https://louisianastaffid.escholar.com/uidmgr/login.do>
  - Instructions: [Provisioning Users for StaffID](#)



# Legacy Systems Access

**LEADS Portal:** <https://leads3.doe.louisiana.gov/ptl/>

If you are having issues with accessing the legacy systems using the LEADS Portal, please note that many of the systems are not optimized for Browsers newer than IE 9.0.

- Please ensure you are using Internet Explorer.
- Please ensure you have compatibility view set up for both *louisiana.gov* and *la.gov*. Refer to the [instructions](#) for setting up IE to use Compatibility View.

Security Coordinators should ensure that data managers and other staff have the proper credentials to access the LDOE **legacy systems**

- Using [TAS](#), assign (new staff)/remove (exited staff) access to legacy systems.
- Please refer to the [TAS User Guide](#).





# EdLink FTP Server Access

Security Coordinators should have previously received information on accessing the EdLink FTP server.

EdLink360 extracts should be dropped on the EdLink FTP server no later than 7:00 pm.

For additional information about the creation and submission of the EdLink 360 extract files, please refer to the EdLink360 user guides, training decks, and data submission schedule posted on the [EdLink360 support page](#).



# EdLink Security for Security Coordinators

This is the EdLink 360 dashboard link: <https://reports.edlink.la.gov/Dashboard>.

Access rights to EdLink 360 for the 2020-2021 school year will be provisioned through the new EdLink Security System **by your LEA Security Coordinator**.

Please refer to the EdLink Security section on the [EdLink360 support page](#) for information.

Security Coordinators must take the necessary steps to set up their access in EdLink Security before access can be granted to any district staff for EdLink 360.

1. Security Coordinators should create a username and password <https://My.LA.gov>
2. The username created by the Security Coordinator must be added to the State User ID field of eScholar StaffID  
*\*LEA staff should manually update this field in eScholar StaffID. Currently, the field is only needed for those needing access to EdLink 360 for 2020-2021.*
3. Security coordinators should notify LDOE of the username and staff ID by completing this very short [survey](#); providing this information will ensure you are initially loaded into EdLink Security as a Security Coordinator
4. Wait for a notification that you have been loaded into EdLink Security as a security coordinator



# EdLink Security for Other Staff

**After** Security Coordinators are set up in EdLink Security, school system staff can begin requesting access for EdLink 360 in EdLink Security. These same steps will need to be followed for any vendor and LEA wishes to provide access to.

1. School System staff should create a username and password <https://My.LA.gov>
2. The username created by the staff member must be added to the State User ID field of eScholar StaffID.

*\*LEA staff should manually update this field in eScholar StaffID. Currently, the field is only needed for those needing access to EdLink 360 for 2020-2021.*

- In eScholar StaffID, search for the person by the first/last name or by StaffID
- Select the appropriate record
- Select the EDIT STAFF button at the bottom right of the page
- The Customer Defined Field will appear (see under the address section)
- Enter the Username
- Select the UPDATE STAFF RECORD button at the bottom right of the page

**NOTE:** LDOE is currently working on a process for maintaining this field for the 2021-22 school year.



## EdLink Security for Other Staff (contd.)

3. The staff member should request the following access in EdLink Security ([registration.edlink.la.gov](https://registration.edlink.la.gov)):
  - a. Location: local school system
  - b. Application: EdLink 360
  - c. Role: Data Analyst
  - d. Permissions: K-12
4. The local security coordinator will review and approve the request in EdLink Security.

Full steps and screenshots are available in the EdLink Security Guide Version 2 posted on the [EdLink360 support page](#). Version 2 of the guide includes minor clarifications included based on suggestions from data managers made during the EdLink Security Office Hours in October.



The background of the slide is an abstract watercolor-style illustration in various shades of blue. It features soft, blended washes of color that create a sense of depth and texture, resembling a stylized map or a natural landscape. The colors range from light, airy blues to deeper, more saturated tones, with some areas appearing more saturated than others.

# 2020-2021 Open Data Collections



# 2020-2021 Data Collection Calendar

**Open Year Round**

**FALL Collections**

**SPRING Collections**

**END-OF-YEAR Collections**

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Open Year Round: eScholar Uniq-ID, eScholar DirectMatch, eScholar StaffID, Open Year Round: Special Education Reporting (SER), Sponsor Site (SPS), Compass (CIS)											
	Oct 1 MFP/IDEA SPC, SIS, HTS					Feb 1 MFP SPC, SIS, HTS					
	K-3 Assessment										
	Oct 1 CLASS SPC, SIS, HTS, CUR, PEP								CVR SIS, PEP, CUR		
	TSDL Fall					TSDL Spring					
STS End-Of-Year (Prior Year)						STS Mid-Year			STS End-of-Year		
								SPC, SIS, HTS End-Of-Year			
PEP End-Of- Year (Prior year)								PEP End-of-Year			
AFR End-Of-Year (Prior Year)											
Dropout Corrections (SIS EOY Prior Year)											

A listing of what data is collected during each data collection period [is available](#).



# Benchmark Calendar

- Provides information to guide LEAs in submitting data for all data collection periods for each LDOE Application System. Includes, Audits, Collection Open Dates, Collection Deadline Dates, Action Items.
- Posted on the [System Support page](#). Latest Revision: **01-07-21**

## 2020-21 Benchmark Calendar

### Worksheet Descriptions:

**Benchmarks:** Action Items by collection/category for all systems

**Key Dates:** Major Collection Dates and Key Terms

**Systems tabs** (AFR, CIS, CUR, ECCS, eScholar, PEP, SER, SIS, TSDL, etc.)

**Webinars & Trainings:** Data Coordinator Webinar dates/link and Statewide collaboration dates

To review specific information, **filter** the **Action Item** column by **COLOR**

Audits

Collection  
Open  
Dates

Collection  
Deadline  
Dates

Intermediate  
Benchmark  
Dates

Final Data  
Pulls and  
Report  
Runs

[Return to Benchmarks  
tab](#)

User Guide

User Guides are posted on the Louisiana Believes website (under Data Systems).

**2020-21 Student Information System (SIS)** -- Provides a method of collecting student demographic, attendance, discipline, class schedule and free and reduced lunch data. For assistance, email [Tara.Baylot@la.gov](mailto:Tara.Baylot@la.gov) or [SystemSupport@la.gov](mailto:SystemSupport@la.gov)

Month	Date	System	Collection/Category	Action Item
-------	------	--------	---------------------	-------------

In each tab, you can review specific information, by filtering the columns by COLOR, date, system, and collection:

- Benchmark tab - Lists year-long summary of action items for ALL systems
- Key Dates - Lists major collection dates
- System tab - Lists action items by system

The background of the slide is a watercolor-style illustration. It features a central white rectangular area that tapers at the top and bottom, creating a frame for the text. This white area is surrounded by various shades of blue, ranging from light sky blue to deep navy blue, with soft, blended edges characteristic of watercolor painting.

2020-2021 eScholar Uniq-ID





# Louisiana Secure ID System (eScholar)

## 2020-2021 Uniq-ID

**For faster service in resetting your eScholar password, please contact:**

- Your security coordinator if you are a district user
- [LDEData@la.gov](mailto:LDEData@la.gov) if you are the security coordinator

### **RetireID or SplitID:**

- The RetiredID or SplitID templates are available on the [SystemSupport](#) page.
- Email completed forms to [Anantha.Lakkakula@la.gov](mailto:Anantha.Lakkakula@la.gov)
- Once a LASID has been retired/split in eScholar, the following steps are necessary to correct the LASID in all LDOE data systems.
  - The retired LASID must be changed to the active LASID in your local system
  - The new LASID must be changed in your local system
  - The active LASID and other information for the student must be submitted to eScholar
  - The LEAs must update all LDOE data systems to use the student's new active LASID



# Louisiana Secure ID System (eScholar)

## 2020-2021 LASID Audit Resolution # 4

Audit files will be posted on DM FTP on **February 3, 2021** (look in the SecureID folder)

- File Name: *LEACODE\_2020-21\_LASID Resolution4*
- Compare the demographic information for the students in the file.
- Indicate Same or Different in the first column of the spreadsheet to denote whether the students are truly duplicates or if they are actually two separate students.
- Save the file as ***LEACODE\_2020-21\_LASID Resolution4\_COMPLETE***.

Incorrect or duplicate LASIDs can create errors in:

- school and district performance scores, VAM
- dropout rates
- matching student test records across years
- identifying students for cohort membership

The background is a watercolor-style illustration. It features a central white, irregularly shaped area that resembles a cloud or a splash of light. This white area is surrounded by various shades of blue, ranging from light sky blue to deep, saturated navy blue. The blue areas have soft, blended edges, giving the overall effect a painterly and ethereal quality.

2020-2021 eScholar DirectMatch



# Louisiana Secure ID System (eScholar)

## 2020-2021 DirectMatch SNAP and TANF

eScholar DirectMatch <https://louisianasecureid.escholar.com/uid/login.do>

- **November SNAP and TANF** files were loaded into eScholar DirectMatch on **December 4, 2020**
  - **LDOE ran statewide** DirectMatch for SNAP and TANF
    - **SNAP batch #:** 203087-203320;     **TANF batch #:** 203066-203972
  - Districts must resolve SNAP and TANF near matches
    - Download SNAP matched records from **MyStudents**
      - DM Index - to be loaded into food service system
      - 3.0 file format - to be loaded into local SIS
    - Continue to run DirectMatch for any new enrollments made during the month

**NOTE:** MyStudents contains ALL students who were matched to the SNAP file from the start of the school year to the day the last DirectMatch was run.





# Louisiana Secure ID System (eScholar)

## 2020-2021 DirectMatch SNAP and TANF

eScholar DirectMatch <https://louisianasecureid.escholar.com/uid/login.do>

- **December SNAP and TANF** files will be loaded into eScholar DirectMatch on **January 8, 2021**
  - **LDOE will run statewide** DirectMatch for SNAP and TANF for each district
  - Districts will be notified when the statewide DirectMatch match is completed
    - District should resolve any near matches
    - Download the SNAP matched records from **MyStudents**
      - DM Index - loaded into food service system
      - 3.0 file format - loaded into local SIS

**NOTE:** MyStudents contains ALL students who were matched to the SNAP file from the start of the school year to the day the last DirectMatch was run.



# Louisiana Secure ID System (eScholar)

## 2020-2021 DirectMatch Audit # 2

Districts should review all June - January DirectMatch runs and report lunch status updates in SIS for Feb 1 MFP.

If a LASID has been split or retired, you will need to resend the student through DirectMatch for SNAP matching.

**Special Note:** CEP does not mean district/schools should report 100% of their students as Free.

Only eligible students should be reported as free in SIS if they qualify for free lunch:

- Qualified via SNAP from DirectMatch
- DC Extended (siblings or children at the same address), enrolled in Head Start or Even Start programs, migrants, runaways, homeless, foster care
- Qualified through income survey forms (if attending a CEP school)
- Qualified through lunch applications (if attending a non-CEP school)



# SIS Reporting for Lunch/Income Eligibility Status

**For reporting lunch status to the Student Information System (SIS), you should use the existing lunch status flag and report as follows:**

- For schools participating in the CEP
  - If matched based on the *DirectMatch* process or other source eligible students
    - "1" [free-lunch eligible]
  - If determined through **income verification** (see sample template [here.](#)) \*
    - "1" [free-lunch: Family Income 130% of Federal Poverty Guidelines] or
    - "2" [reduced-lunch: Family Income 185% of Federal Poverty Guidelines]
- For school participating in the Traditional Lunch program
  - If matched based on the DirectMatch process or other source eligible students
    - "1" [free-lunch eligible]
  - If determined based on **USDA lunch forms**
    - "1" [free-lunch: Family Income 130% of Federal Poverty Guidelines] or
    - "2" [reduced-lunch: Family Income 185% of Federal Poverty Guidelines]

\* Please remember, for CEP schools, this indicator cannot be used in any way as a determination for receipt of benefit from the school food service programs.



# Louisiana Secure ID System (eScholar)

## 2020-2021 DirectMatch SNAP and TANF

To receive automatic monthly notices when the SNAP file has been loaded to DirectMatch, please refer to the [CNP Registration for SNAP Update Notifications](#) posted on the System Support page.

Additional information [is available](#) :

- Economically Disadvantaged Definition
- National School Lunch Program Direct Certification
- Options for CEP schools (see the USDA's [CEP Planning and Implementation Guidance](#) document)



The background of the slide is a watercolor-style illustration. It features a central white rectangular area that tapers at the top and bottom, creating a frame for the text. This white area is surrounded by various shades of blue, ranging from light sky blue to deep navy blue, with soft, blended edges characteristic of watercolor painting.

2020-2021 eScholar StaffID

# Louisiana Secure ID System (eScholar)

## Staff Unique Identifier (StaffID)

To help Louisiana secure and protect sensitive data, the **StaffID** will be used to uniquely identify staff in **EdLink 360**.

The following types of employees should be submitted to the eScholar Staff ID system for the assignment of a **StaffID**.

- Regular employees (*employee status code = 01*)
- Contracted employees (i.e., contracted teachers, related services personnel, etc.) (*employee status code = 03 or 04*)
- Post-secondary employees (for which the district collects SSN) (*employee status code = 02*)
- Long term substitute teacher reported to PEP as a regular employee (*employee status code = 01*)
- Resident teacher (*employee status code = 07*)

### Which staff should NOT assigned a StaffID?

- Vacant (*employee status code = 01; SSN begins with 999*)
- Post-secondary employees (*employee status code=02; SSN begins with 998*)
- Short-term substitutes

# Louisiana Secure ID System (eScholar)

## Staff Unique Identifier (StaffID) (contd.)

### How Should StaffIDs Be Assigned and Reported?

- Review the StaffID documents posted to the [EdLink 360 support page](#).
  - Review StaffID User Guide
  - Review Frequently Asked Questions
  - Review StaffID training

### Why are StaffIDs Needed?

- For the appropriate staff, a StaffID is required to be reported in all EdLink 360 extract files (*staff.tsv*, *course\_offering\_link.tsv*, *payroll\_ldoe.tsv*, *staff\_absences.tsv*, etc.).
- A StaffID is needed in order to establish security to the EdLink 360 dashboards
- Please refer to the EdLink security resources posted on the [EdLink 360 support page](#)
  - EdLink Security Training for Security Coordinators Slide Deck
  - EdLink Security Guide – Security Coordinators v.2
  - Please contact your Security Coordinator for details about EdLink Security
  - Security Coordinators should contact [edlink360@la.gov](mailto:edlink360@la.gov) if they have questions

# Social Security Number (SSN)

The **Social Security Number** will continue to be reported in record layouts in the **legacy** Profile Of Educational Personnel (PEP) system and used to uniquely identify staff.

- Regular employees (*employee status code = 01*)
- Contracted employees (i.e., contracted teachers, related services personnel, etc.) (*employee status code = 03 or 04*)
- Vacant employees (*employee status code = 01; SSN begins with 999*)
- Post-secondary employees (*employee status code=02; SSN begins with 998 if not collected*)
- Long term substitute teacher reported to PEP as a regular employee (*employee status code = 01*)
- Resident teacher (*employee status code = 07*)

The Social Security Number should be reported in the *STAFF\_SSN* field in the **EdLink 360** extract files (*staff.tsv, course\_offering\_link.tsv, payroll\_ldoe.tsv, staff\_absences.tsv, etc.*)





# 2020-2021 StaffID Assignments Summary

## As of 01/04/21

Slide decks, Q & As from previous trainings, and the recording for the July 23 [eScholar StaffID Training Webinar](#) are available on the [EdLink360 Support page](#). Please email [edlink360@la.gov](mailto:edlink360@la.gov) to request access (training cannot be downloaded).

StaffID Assignments for 2020-2021 for the 165 School Systems	Count of School Systems As of 01/04/2021
StaffID Assignments completed or in progress	154 (93.3%)
StaffID Assignments NOT STARTED	11 (6.7%)

If your file was rejected or records were canceled during the data validation stage, please review the instruction in the [Identifying and Resolving Errors](#) document. The same process can be used for UniQID.



# Louisiana StaffID (eScholar)

## Frequently Asked Questions

QUESTION	RESPONSE
<b>If a staff leaves after ID assignment, what should I do in eScholar StaffID?</b>	<ul style="list-style-type: none"><li>• There is no need to do anything in eScholar StaffID. The new district should submit the new staff for StaffID assignment.</li></ul>
<b>Which staff should NOT be assigned StaffIDs?</b>	<ul style="list-style-type: none"><li>• StaffIDs should not be assigned for the following:<ul style="list-style-type: none"><li>○ vacant positions (SSN begins with 999)</li><li>○ post secondary employees (SSN begins with 998)</li><li>○ short-term substitutes</li></ul></li></ul>

The background of the slide is a watercolor-style illustration in various shades of blue, ranging from light sky blue to deep navy blue. The colors are blended together in organic, painterly shapes, creating a textured and artistic look.

# 2020-2021 October 1 MFP Fall Collection



# SIS October 1 MFP Statement of Affirmation

- The *SIS Oct 1 MFP Statement of Affirmation* was included with the FINAL Validation Report dropped to the [DM FTP](#) (Data Validation folder) on **November 19, 2020**.
- **PAST DUE** - Submit the completed form with signatures using the [SIS Oct 1 MFP Statement of Affirmation](#) form link by **December 2**.

## Student Information System (SIS) Fiscal Year 2019-2020 SIS October 1 MFP Data

I hereby certify that the Student Information System (SIS) data submitted by [this](#) school district for the Oct 1 MFP final submission are true and accurate.

Sponsor Code: «SponsorCd»    Sponsor Name: «SponsorName»

Date: \_\_\_\_\_

SIS Coordinator: \_\_\_\_\_  
(SIS Coordinator name - print or type)

Signature: \_\_\_\_\_  
(SIS Coordinator signature)

Superintendent: \_\_\_\_\_  
(District Superintendent name - print or type)

Signature: \_\_\_\_\_  
(District Superintendent signature)

COMMENTS:

Please submit the completed form with signatures by **December 6, 2019** using the [SIS Oct 1 MFP and K-3 Assessment Statements of Affirmation Return](#) form link.





# SER Oct 1 IDEA Child Count Statement of Affirmation

- The *SER IDEA Child Count Statement of Affirmation* was be included with the FINAL SIS/SER Oct 1 Validation Report dropped the [DM FTP](#) (Data Validation folder) on **November 19, 2020.**
- **PAST DUE** - Submit the completed form with signatures using the [SER Oct 1 IDEA Statement of Affirmation](#) form link by **December 2.**



## IDEA Child Count Statement of Affirmation

Special Education Reporting System (SER)

Fiscal Year 2019-2020

IDEA Count Date: 10/01/19

I hereby certify that the Special Education Reporting (SER) data submitted by this school district for the IDEA final submission are true and accurate.

Sponsor Code: «SponsorCd» Sponsor Name: «SponsorName»

Date: \_\_\_\_\_

Special Education Supervisor/Director: \_\_\_\_\_  
(SpEd Supervisor/Director name - print or type)

Signature: \_\_\_\_\_  
(SpEd Supervisor/Director signature)

Superintendent: \_\_\_\_\_  
(District Superintendent name - print or type)

Signature: \_\_\_\_\_  
(District Superintendent signature)

COMMENTS:

Please submit the completed form with signatures by **December 6, 2019** using the [SER Oct 1 IDEA Statement of Affirmation Return](#) form link



# K-3 Statement of Affirmation

- The K3 *Statement of Affirmation* was included with the FINAL Validation Report dropped to the [DM FTP](#) (Data Validation folder) on **December 8, 2020.**
- **PAST DUE** - Submit the completed form with signatures using the [K3 Statement of Affirmation](#) form link by **December 16.**



## K-3 Assessment Statement of Affirmation

K-3 Assessment  
Fiscal Year 2019-2020

I hereby certify that the K-3 Assessment data submitted by  
[this](#) school district for the final submission are true and accurate.

Sponsor Code: «SponsorCd»    Sponsor Name: «SponsorName»

Date: \_\_\_\_\_

SIS Coordinator: \_\_\_\_\_  
(SIS Coordinator name - print or type)

Signature: \_\_\_\_\_  
(SIS Coordinator signature)

Superintendent: \_\_\_\_\_  
(District Superintendent name - print or type)

Signature: \_\_\_\_\_  
(District Superintendent signature)

COMMENTS:

Please submit the completed form with signatures by December 6, 2019 using the [SIS Oct 1 MFP and K-3 Assessment Statements of Affirmation Return](#) form link.

The background of the slide is a watercolor-style illustration in various shades of blue, ranging from light sky blue to deep navy blue. The colors are blended together in organic, painterly shapes, creating a textured and artistic look.

# 2020-2021 October 1 CLASS Fall Collection



# October 1 CLASS Fall Collection

Collection Name	Application System – What Data is Collected	Deadline
Oct 1 CLASS	<ul style="list-style-type: none"><li>• <b>School Calendar (SPC)</b> – Planned calendars</li></ul>	<ul style="list-style-type: none"><li>• <b>Deadline: January 8, 2021</b></li></ul>
	<ul style="list-style-type: none"><li>• <b>Student Information System (SIS)</b> – Student data for all students enrolled on 10/1 including enrollment, attendance, discipline, lunch status, homeless and other indicators (504, etc.). Also includes class schedules for classes offered/planned for the entire school year including schedules for CTE/CDF and Interest and Opportunities classes.</li></ul>	





# October 1 CLASS Fall Collection (contd.)

Collection Name	Application System – What Data is Collected	SCHEDULE
Oct 1 CLASS	<ul style="list-style-type: none"><li>• <b>Homeless Tracking System (HTS)</b> – K-12 and underage Homeless student service data.</li></ul>	<ul style="list-style-type: none"><li>• <b>Deadline: January 8, 2021</b></li><li>• <b>Deadline: January 8, 2021</b></li><li>• <b>Closed</b></li></ul>
	<ul style="list-style-type: none"><li>• <b>Curriculum System (CUR)</b> - Course data and Class schedules.</li></ul>	
	<ul style="list-style-type: none"><li>• <b>Profile Of Educational Personnel System (PEP)</b> – Teacher data including salary, teacher class schedules for classes offered/planned for the entire school year including schedules for CTE/CDF and Interest and Opportunities classes.</li></ul>	



# October 1 CLASS Fall Collection SIS Statement of Affirmation

- The Oct 1 CLASS *Statement of Affirmation* will be included with the FINAL Validation Report to be dropped to the [DM FTP](#) (Data Validation folder) **week of January 11, 2021.**
- Submit the completed form with signatures using the [Oct 1 CLASS Statement of Affirmation](#) form link by **January 22, 2021.**



## SIS Oct. 1 CLASS Statement of Affirmation

Fiscal Year 2020-2021  
SIS October 1 CLASS Data

I hereby certify that the Student Information System (SIS) data including SIS CLASS Schedule records and Curriculum (CUR) CLASS Schedule records submitted by this school district for the Oct 1 CLASS final submission are true and accurate.

Sponsor Code: « \$sponsorCd»    Sponsor Name: « \$sponsorName»

Date: \_\_\_\_\_

SIS Coordinator: \_\_\_\_\_  
(SIS Coordinator name - print or type)

Signature: \_\_\_\_\_  
(SIS Coordinator signature)

Superintendent: \_\_\_\_\_  
(District Superintendent name - print or type)

Signature: \_\_\_\_\_  
(District Superintendent signature)

COMMENTS:

Please submit the completed form with signatures by Friday, January 22, 2021 using the [SIS Oct 1 CLASS Statements of Affirmation Return](#) form link.



# October 1 CLASS Fall Collection

## PEP Statement of Affirmation

- The PEP *Statement of Affirmation* will be included with the FINAL Validation Report to be dropped to the [DM FTP](#) (Data Validation folder) **week of January 11, 2021.**
- Submit the completed form with signatures using the [PEP Oct 1 CLASS SOA Link](#) form link is due **January 22, 2021.**

**Statement of Affirmation**  
Louisiana Department of Education  
Profile of Educational Personnel Data  
Fiscal Year 2020-2021

October 1 Class PEP Data, as of December 21, 2021

I hereby certify that the Profile of Educational Personnel (PEP) data submitted by this school district for this December 21, 2020, final submission is true and accurate.

School District: \_\_\_\_\_

Date of receipt: \_\_\_\_\_  
(month/day/year)

PEP Coordinator: \_\_\_\_\_  
(print or type)

Signature: \_\_\_\_\_  
(PEP Coordinator)

Superintendent: \_\_\_\_\_  
(print or type)

Signature: \_\_\_\_\_  
(Superintendent or CMO)

Please submit the completed form with signatures by Monday, January 22, 2020 using the [PEP OCT 1 Class Statement of Affirmation Return form link](#)



# February 1 MFP Spring Collection

## SPC and SIS Systems

Collection Name	Application System – What Data is Collected	Deadline
Feb 1 MFP	<ul style="list-style-type: none"><li>• <b>School Calendar (SPC)</b> – Planned calendars</li><li>• <b>Student Information System (SIS)</b> – Student data for all students enrolled on 10/1 including enrollment, <b>attendance</b>, <b>discipline</b>, lunch status, homeless and other indicators (504, etc.).</li></ul>	<ul style="list-style-type: none"><li>• <b>Opens: January 13, 2021</b></li><li>• <b>Deadline: February 12, 2021</b></li></ul>



# February 1 MFP Spring Collection Special Education Reporting (SER) System

Collection Name	Application System – What Data is Collected	Deadline
<b>Feb 1 MFP</b>	<ul style="list-style-type: none"><li>• <b>Special Education Reporting (SER)</b> – MFP Child Count (Count date as of <b>February 1</b>)</li><li>• <b>Reports to run and verify:</b> MFP Counted, Not Counted, and Summary, Gifted/Talented Reports, SER/SIS (Child Count Compare), and SIS/SER Cross Checks</li><li>• To prepare for the Final run, please run Initial Evaluation, Reevaluation, and IEP Detail reports.</li></ul>	<ul style="list-style-type: none"><li>• <b>Preliminary Run Date:</b> <b>January 13, 2021</b></li></ul>





# February 1 MFP Spring Collection Special Education Reporting (SER) System (contd.)

Collection Name	Application System – What Data is Collected	Deadline
Feb 1 MFP	<ul style="list-style-type: none"><li><b>SER/SIS Cross Check (Child Count Compare) Report</b> – should be blank by the deadline date. This is when SIS will close and corrections that can be made should be made by the deadline date.</li></ul>	<ul style="list-style-type: none"><li><b>Deadline: February 12, 2021</b></li></ul>
	<ul style="list-style-type: none"><li><b>Feb 1 MFP Final Child Count</b> – Deadline for verifying data on all MFP and Gifted/Talented reports for MFP Child Count final run. The count will run at the close of business.</li></ul>	<ul style="list-style-type: none"><li><b>Deadline: February 19, 2021</b></li></ul>



# February 1 MFP Spring Collection

## Special Education Reporting (SER) System (contd.)

### Reporting Accurate Data

SER Feb 1 MFP Child Count is critical for funding, federal reporting, and assessments. LEAs have until **February 19, 2021** to verify data and ensure all data is submitted.

To be included in the Feb 1 MFP Child Count, a student must have the following:

- A current evaluation disseminated *on or before* February 1
- A current IEP with a team meeting date *on or before* February 1
- Active services beginning *on or before* February 1

The Feb 1 MFP Child Count will be taken with a count date as of Feb 1.

SER is updated nightly at 6:00 p.m. Any data entered or changes made in SER, either evaluations entered, IEPs submitted, or services open, will be reflected the following day.



# Special Education Reporting (SER) System Q & A Office Hours

- **Date:** January 14, 2021
- **Time:** 10:00 AM
- **Webinar Name:** Feb 1 MFP Child Count
- **Dial-In Phone Number:** (408) 638-0968
- [Registration Link](#)

After registering, you will receive a confirmation email containing information about joining the meeting.



# February 1 MFP Spring Collection Validation Reports and Rosters

Validation Reports and Rosters for the Feb 1 MFP collection will be dropped to the [DM FTP](#) on **1/25, 2/1, 2/8, 2/15, 2/22 (Final)**.

SIS Data Elements and Rosters	SER Data Elements and Rosters
<p>Data Elements and Rosters</p> <ul style="list-style-type: none"><li>• SIS Feb 1 MFP and Total Enrollment</li><li>• Sites with No Enrollment</li><li>• Multiple and Duplicate Enrollments &amp; Rosters</li><li>• Free and Reduced Lunch Status, List of CEP Sites</li><li>• Homeless reported in SIS &amp; Rosters</li><li>• Underage homeless reported in HTS</li><li>• English Learners, Section 504 students &amp; Rosters</li><li>• Military Affiliated Students, Parent/Expectant Parent of a Child</li><li>• Migrant Students &amp; Rosters</li><li>• Attendance &amp; Rosters (&gt;30 days absent)</li><li>• Discipline &amp; Discipline Events Rosters</li><li>• Potential Dropouts</li><li>• Grade Level Discrepancies &amp; Roster</li><li>• Students on Academic Improvement Plan Roster</li></ul>	<p>Data Elements and Rosters</p> <ul style="list-style-type: none"><li>• Feb 1 MFP Counted</li><li>• Feb 1 MFP Not Counted</li><li>• SER without SIS &amp; Roster</li></ul>



# February 1 MFP Spring Collection

## Frequently Asked Questions

QUESTION	RESPONSE
<b>What data is collected for February 1 MFP collection?</b>	<p><b>SPC:</b> Planned district and school calendars</p> <p><b>SIS:</b> Student data for all students enrolled on 2/1 including enrollment, attendance, discipline, lunch status, homeless and other indicators (504, etc.).</p> <p><b>SER:</b> for SER the Feb 1 MFP Child Count will reflect the total number of special education students included on the MFP Counted report for each LEA.</p>
<b>How much time is there to submit data for the February 1 MFP collection?</b>	The collection span is about <b>4 weeks</b> to ensure all data is reported accurately and is complete for the SPC, SIS, and SER systems.





# TSDL Spring Collection

## Teacher Student Data Link (TSDL)

Collection Name	Application System – What Data is Collected	Deadline
TSDL Spring	<ul style="list-style-type: none"><li>Teacher Student Data Link (TSDL) – Class schedules for first time spring testers for LEAP 2025.</li></ul>	<ul style="list-style-type: none"><li>Opens: <b>January 8, 2021</b></li><li>Deadline: <b>February 17, 2021</b></li></ul>



# TSDL Spring Collection (contd.)

## LEAP 2025 Courses

### LEAP 2025 Test Course Information

- Algebra I
- Biology
- English I
- English II
- Geometry
- US History

**English III courses were phased out for the 2019-20 school year. The LEAP 2025 Course Code List can be found in the back of the TSDL User Guide.**

- End-of year testers should be submitted in the TSDL Spring collection.
- **Retesters:** Handled through the DRC online platform.
- Refer to the **2020-21 TSDL User Guide** (*posted on the LA Believes website see [Data Systems – LDOE Data Systems User Guides](#)*).



# TSDL Spring Collection (contd.)

## Validation Reports and Rosters

Validation Reports and Rosters for the TSDL Spring collection will be dropped to the [DM FTP](#) during the weeks of **2/1, 2/8, 2/15, 2/22 (Final)**

Validation Report Elements	Validation Roster Elements
<p>TSDL Spring First Time Testers:</p> <ul style="list-style-type: none"><li>● Algebra I</li><li>● Biology</li><li>● English I</li><li>● English II</li><li>● Geometry</li><li>● US History</li></ul> <p>A list of sites with No Spring Testers Reported</p>	<ul style="list-style-type: none"><li>● Roster of Teachers by Site with Student and Test Information</li><li>● LEAP 2025 Tests by Site with Total Number of Testers</li><li>● LEAP 2025 Tests with Course Information</li></ul>



# TSDL Spring Collection (contd.)

## Frequently Asked Questions

QUESTION	RESPONSE
How are my <u>Spring</u> testers identified in my TSDL submission?	Spring testers are those who are in a LEAP 2025 HS course with a class ending <u>after</u> January 15, 2021.
What grade levels should be uploaded in to TSDL?	It should include any 8th grade students who are earning a credit for a high school course, along with 9th - 12th graders taking a LEAP 2025 course for the first time. <ul style="list-style-type: none"><li>● It should not include students who are taking the grades 3-8 assessments.</li></ul>
Do I upload any of my <u>LEAP 2025 Retesters</u> in my <u>Fall</u> or <u>Spring</u> submissions?	All re-testers are handled through the DRC online platform. Call DRC LA HelpDesk (888) 718-4836. If you have questions, please contact <a href="mailto:Bryan.Gendron@la.gov">Bryan.Gendron@la.gov</a>



# Mid-Year Collection Student Transcript System (STS)

- The Student Transcript System (STS) Mid-Year collection is scheduled to open for uploads and prior year changes on **January 8, 2021**.

STS is currently closed until the mid-year collection opens. If needed, STS can be reopened for making corrections to prior periods. *Please complete the [STS Prior Collection Period Access Request Form](#) and email to [barrett.adams@la.gov](mailto:barrett.adams@la.gov).*

## ***During the closure:***

- System maintenance will be performed
- Table changes/updates will be made
- New programming/system enhancements will be tested and deployed





# Student Transcript System (STS) System Enhancements

We are currently working on several items in STS. Listed below are some of the major updates.

- Jump Start 2.0 Pathway and Corresponding IBCs
- Jump Start 2.0 9th Grade Entry 2000
- Post High School Indicator
- Vocational Indicators for Internship Courses
- Rebuilding Q12 - Core Reference Table Report
- Rebuilding Q08 - Part Number Report
- Updating the Core Reference Tables



# Student Transcript System (STS) Training

## STS Training for Public School Systems

- **Date:** January 7, 2021 (following Data Coordinator Webinar)
- **Time:** 2:00 PM
- **Webinar Name:** STS Training for Public School Systems
- **Dial-In Phone Number:** (408) 638-0968
- **Link:** <https://ldoe.zoom.us/j/98080062222>

## STS Training for Nonpublic School Systems

- **Date:** January 7, 2021
- **Time:** 3:00 PM
- **Webinar Name:** STS Training for Nonpublic School Systems
- **Dial-In Phone Number:** (408) 638-0968
- **Link:** <https://ldoe.zoom.us/j/91531464661>

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# Parallel Data Collections for 2020-2021



# 2020-2021 Parallel Data Collections

The 2020-2021 school year will be a transitional year for data collections. Data will be collected in both the state legacy data systems and the EdLink 360 system.

- The EdLink data submission schedule is purposefully aligned with the legacy system collection schedule to provide school systems with multiple opportunities to compare and validate their data before EdLink 360 goes live in August 2021 and the legacy systems are retired.
- Data collected in the legacy systems during the 2020-21 school year will be the **source of truth** for funding, accountability and reporting.
- To assist school systems and vendors through this transition, training was provided this fall which included a walk-through of the EdLink data submission process, technical details about the EdLink 360 extracts, and a demonstration of the file processing dashboards.



# Office Hours for EdLink Extracts

We have reached out to districts who have indicated they do not have a vendor to assist with their EdLink 360 extract creation. We have scheduled one-on-one sessions for those who have responded.

If you have not responded, please contact us so we can set up a one-on-one session with you.

In addition, the following office hours have been scheduled to discuss EdLink 360 extracts.

- January 14, 21, 28 10:00 AM
- February 4, 11, 18, 25 10:00 AM

<https://ldoe.zoom.us/j/94229589822>

Meeting ID: 942 2958 9822

One tap mobile

+13017158592,,94229589822# US (Germantown)

+13126266799,,94229589822# US (Chicago)





# 2020-2021 Parallel Data Collections

## Legacy Systems

**Open Year Round**

**FALL Collections**

**SPRING Collections**

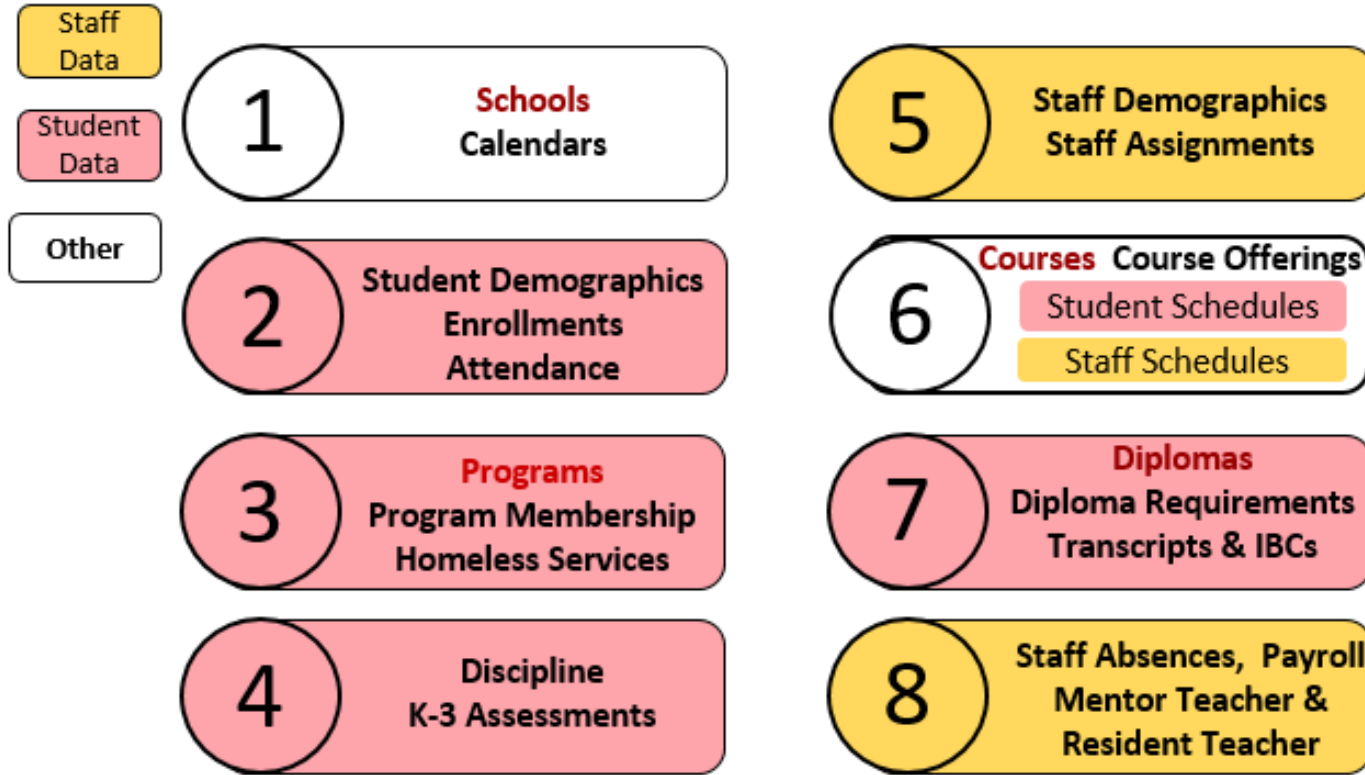
**END-OF-YEAR Collections**

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Open Year Round: eScholar Uniq-ID, eScholar DirectMatch, eScholar StaffID, Open Year Round: Special Education Reporting (SER), Sponsor Site (SPS), Compass (CIS)											
	Oct 1 MFP/IDEA SPC, SIS, HTS					Feb 1 MFP SPC, SIS, HTS					
	K-3 Assessment										
	Oct 1 CLASS SPC, SIS, HTS, CUR, PEP								CVR SIS, PEP, CUR		
	TSDL Fall					TSDL Spring					
STS End-Of-Year (Prior Year)						STS Mid-Year			STS End-of-Year		
								SPC, SIS, HTS End-Of-Year			
PEP End-Of-Year (Prior year)									PEP End-of-Year		
AFR End-Of-Year (Prior Year)											
Dropout Corrections (SIS EOY Prior Year)											



# 2020-2021 Parallel Data Collections

## EdLink 360 Extracts



Slide decks and recordings for the recent EdLink 360 trainings are posted on the [EdLink 360 Support page](#).



# 2020-2021 Parallel Data Collections

## Data Submission Schedule

Review the [2020-2021 Parallel data submission schedule](#) for EdLink 360 extracts which is posted on the [EdLink 360 Support page](#).

Vendors and data managers should ensure they have programmed the latest version of the EdLink 360 extract files.

- Extract files are posted on the [EdLink 360 Support page](#).
- For a list of all extract updates, please review the [List of All Extract and TBL Updates made since beginning of the Pilot](#)
  - **last update was 01-05-21.**
  - Please continue to check back to remain abreast of any recent updates that may impact the extract layouts.



# EdLink 360 File Processing Training

The following are a list of the EdLink 360 File Processing trainings. During these trainings instructions were given for how to navigate and interpret the EdLink dashboards after files have been loaded. A copy of the slide deck and recording for each webinar are posted on the [EdLink 360 Support page](#).

- **Data Processing Dashboard Training 1** - held on December 3, 2020
- **Data Processing Dashboard Training 2** - held on December 10, 2020
- **Data Validation Dashboard Training 3** - held on December 17, 2020

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# Data Manager Resources





# 2020-2021 Parallel Data Collections

## Data Manager Resources

Legacy System resources are posted on the [System Support page](#):

- User Guides (SPC, SIS, TSDL, PEP, AFR, STS, SER, eScholar, etc.)
- Training Library
- Data Reporting Guidance
- Email [systemsupport@la.gov](mailto:systemsupport@la.gov) with questions

EdLink 360 Resources are posted on the [EdLink 360 Support page](#):

- Extract file layouts
- User Guides
  - 2020-2021 User Guide for Calendar and Attendance Data Extracts
  - 2020-2021 User Guide for Student Data Extracts
  - 2020-2021 User Guide for Staff Data Extracts
  - 2020-2021 User Guide for eScholar StaffIDs
- Other Resources (Sample files, StaffID templates, FAQs, training registration links, etc.)
- Email [edlink360@la.gov](mailto:edlink360@la.gov) with questions



# Training

## Training Library

- The [Training library](#) on the System Support page, contains training modules and videos by system (legacy systems, SER, eScholar) and by topic. These training modules were developed for data coordinators, data managers, and others who want to learn more about the systems and how to submit data.

## EdLink 360 Training

- EdLink 360 training slides and recordings are available on the [EdLink 360 support page](#).

## Online eScholar Training

- Online eScholar training is available for **Uniq-ID**, **DirectMatch** and **StaffID**
- Please email [systemsupport@la.gov](mailto:systemsupport@la.gov) for registration information.

# Data Coordinator Monthly Webinar Slide Decks

## Data Coordinator Webinar slide deck

- Copies of the current and prior month webinar slides are located in the School Improvement library: <https://louisianabelieves.com/resources/library/school-improvement>

DATA COORDINATOR MONTHLY CALLS	
File	
<a href="#">Data Coordinator Monthly Call December 2020</a>	
<a href="#">Data Coordinator Monthly Call November 2020</a>	
<a href="#">Data Coordinator Monthly Call October 2020</a>	
<a href="#">Data Coordinator Monthly Call September 2020</a>	
<a href="#">Data Coordinator Monthly Call August 2020</a>	

# Data Management FTP

The following files are available on the [DataMgmt FTP](#)

Data	File Name	Recipient
2020 APR Indicator Monitoring Outreach	LEACode_LEAName_2020_APRIndicator Monitoring Outreach	SPED Director
2020 ACT 12 Grade Best Score Student Roster	LEACode_2020_ACT 12 Grade Best Score Student Roster	Superintendent and Accountability Manager
2020 ACT 12 Grade Best Score Results	LEACode_2020_ACT 12 Grade Best Score Results	Superintendent and Accountability Manager
2020-2021 Resident Teacher List for the Resident and Mentor Teacher Compensation Process	2020-2021 Resident Teacher List for the Resident and Mentor Teacher Compensation Process	HR Directors
2018-19 and 2019-20 AP Subgroups by Exam	LEACode_LEAName_2020_2019_APSubgroupbyExam	Superintendent and Accountability Manager
2020 Disproportionate Data	LEACode_LEAName Disproportionate 2020	<i>Available to Special Education Directors in certain school systems</i>
Second Year Seniors Feb 1 2020	LEACode.SecondYearSeniors.February.01.2020	SIS Managers



# Data Coordinator Office Hours

Weekly office hours are being held for the 2020-2021 Parallel Data Collections:

- **Time: 1:00 p.m.** each Thursday (except the Thursdays when the monthly Data Coordinator webinar is held).
  - For January will be held on 14, 21 and 28.
- **Link:** <https://ldoe.zoom.us/j/93069704449>
- **Dial-In Phone Number:** (408) 638-0968
- **Meeting ID#:** 930 697 04449



# LDOE Weekly Newsletters

- To subscribe, email [ldoecommunications@la.gov](mailto:ldoecommunications@la.gov)
- Previous issues of the newsletters can be found in the Department's [newsroom](#).





# Looking ahead ...

## Next Webinar

- **Date and Time:** February 7 at 1:00 p.m.
- **Webinar Link:** <https://ldoe.zoom.us/j/976397929>
- **Webinar Name:** Data Coordinator Webinar
- **Dial-In Phone Number:** (408) 638-0968
- **Meeting ID#:** 976 397 929

If there are agenda items and/or topics you would like to include for the next webinar, please email your suggestions to [sherry.randall@la.gov](mailto:sherry.randall@la.gov).



# Webinar Highlights and Next Steps

- eScholar Uniq-ID - Submit new student enrollments
- eScholar DirectMatch - [Resolve Near matches from statewide run](#)
- eScholar StaffID - [Complete StaffID Assignments](#)
- 2020-2021 Parallel Data Collections
  - Legacy systems Spring collections (TSDL Spring, February 1, STS Mid-Year)
    - Submit legacy system data to meet collection deadlines for TSDL, STS, SIS, SPC
    - Review TSDL Spring and Feb 1 validation reports, correct any errors and ensure data is accurate and complete
  - EdLink 360 extract submissions
    - Review [Extract Review Training \(Kickoff and Groups 1-8\)](#)
    - Review [File Processing Dashboard Trainings](#)
    - Create, review and submit [Extract layouts](#)

# Important Reminders/Call Summary

# Call Summary

Month	Key Deadlines	Support and Resources
January	<ul style="list-style-type: none"> <li>• STS: <a href="#">Training for Public Schools</a> - Jan. 7 2:00pm</li> <li>• STS: <a href="#">Training for Nonpublic Schools</a> - Jan. 7 3:00pm</li> <li>• SIS: Oct 1 CLASS collection deadline - Jan. 8</li> <li>• TSDL: Spring collection opens - Jan. 8</li> <li>• STS: Mid-Year collection opens - Jan. 8</li> <li>• SIS: Feb 1 MFP collections opens - Jan. 13</li> <li>• SER: <a href="#">Feb 1 MFP Child Count Training</a> - Jan. 14 10:00am</li> <li>• SIS: Oct. 1 CLASS Statement of Affirmation - Jan. 22</li> <li>• PEP: Oct 1 CLASS Statement of Affirmation - Jan. 22</li> </ul>	<ul style="list-style-type: none"> <li>• Data Coordinator Monthly Call: January 7</li> <li>• Data Coordinator Office Hours 1:00pm Thursdays 1/14, 1/21/, 1/28 <a href="https://ldoe.zoom.us/j/93069704449">https://ldoe.zoom.us/j/93069704449</a></li> <li>• EdLink Office Hours 10:00am Thursdays 1/14, 1/21, 1/28 <a href="https://ldoe.zoom.us/j/94229589822">https://ldoe.zoom.us/j/94229589822</a></li> <li>• Assessment &amp; Accountability Office Hours @ Tuesdays 3:45 p.m. <a href="https://ldoe.zoom.us/j/202189164">https://ldoe.zoom.us/j/202189164</a></li> </ul>
February	<ul style="list-style-type: none"> <li>• SIS/SER: Feb 1 MFP Spring collection deadline - Feb 12</li> <li>• TSDL: Spring collection deadline - Feb. 17</li> </ul>	<ul style="list-style-type: none"> <li>• Data Coordinator Monthly Call: February 4</li> <li>• Data Coordinator Office Hours 1:00 pm Thursdays 2/11, 2/18, 2/25 <a href="https://ldoe.zoom.us/j/93069704449">https://ldoe.zoom.us/j/93069704449</a></li> <li>• EdLink Office Hours 10:00am Thursdays 2/4, 2/11, 2/18, 2/25 <a href="https://ldoe.zoom.us/j/94229589822">https://ldoe.zoom.us/j/94229589822</a></li> </ul>





# Who to contact for support

**Email the system data managers listed below if you need assistance with the collections.**

- Data Systems Manager: [Sherry.Randall@la.gov](mailto:Sherry.Randall@la.gov)
- Annual Financial Reporting (AFR): [Jara.Bode@la.gov](mailto:Jara.Bode@la.gov)
- Special Education Reporting (SER) & Teacher Student Data Link (TSDL): [Bernetta.Sims@la.gov](mailto:Bernetta.Sims@la.gov)
- Student Information System (SIS), School Calendar (SPC), Sponsor Site System (SPS): [Tara.Baylot@la.gov](mailto:Tara.Baylot@la.gov)
- Student Transcript System (STS), Curriculum (CUR): [Barrett.Adams@la.gov](mailto:Barrett.Adams@la.gov)
- Profile of Educational Personnel (PEP): [Jara.Bode@la.gov](mailto:Jara.Bode@la.gov)
- Early Childhood CLASS: [Anantha.Lakkakula@la.gov](mailto:Anantha.Lakkakula@la.gov)
- eScholar Unique ID, DirectMatch, StaffID; and CVR: [Jayanthi.Sothirajah@la.gov](mailto:Jayanthi.Sothirajah@la.gov)
- 2020-21 System Enhancements & EdLink 360 Security: [Kaylie.Loupe@la.gov](mailto:Kaylie.Loupe@la.gov)
- School Finder and Principal and Superintendent Secure Portal assistance: [SystemSupport@la.gov](mailto:SystemSupport@la.gov)
- EdLink 360 extracts: [EdLink360@la.gov](mailto:EdLink360@la.gov)



# Louisiana Secure ID System (eScholar)

## Who to contact for support

Who to Contact for Support	For assistance with
<a href="mailto:anantha.lakkakula@la.gov">anantha.lakkakula@la.gov</a>	<ul style="list-style-type: none"><li>Split a Shared LASID, Retire a Duplicate LASID, LASID Audits</li></ul>
<a href="mailto:systemsupport@la.gov">systemsupport@la.gov</a>	<ul style="list-style-type: none"><li>Uniq-ID, DirectMatch or StaffID general questions</li><li>eScholar User Access and Role Based Questions</li></ul>
<a href="mailto:support@escholar.com">support@escholar.com</a>	<ul style="list-style-type: none"><li>eScholar FTP Industry Based Credentials (IBCs) folders</li><li>eScholar FTP HiSet folders</li><li>Software bugs (system outage, security issues etc.)</li><li>Administrative functions such as system settings and configurations</li><li>File Format/Upload Questions</li><li>Requests for utilizing web services</li></ul>
Your LEA Security Coordinator	<ul style="list-style-type: none"><li>System access for new users</li><li>Assistance with your eScholar login/password</li></ul>
<a href="mailto:wen.fan@la.gov">wen.fan@la.gov</a> or <a href="mailto:LDEdata@la.gov">LDEdata@la.gov</a>	<ul style="list-style-type: none"><li>Security Coordinators needing credentials or assistance provisioning their LEA staff with system access</li><li>Data Management FTP Updates and support</li></ul>